

Paperwork Tips for SCL2

Initial Plan for New Allocations SCL2

Within 60 days from the allocation date the case manager submits via fax to Carewise Health for the initial LOC and 120 day plan of care PA

- Copy of Allocation Letter
- A complete psychological evaluation that includes an IQ test and current adaptive behavior assessment.
- Physical examination conducted within the last twelve (12) months;
- Map 24C as applicable –if receiving existing waiver services
- SCL Initial Level of Care form
- Life Story less than one year old
- Map 530 pages 1 and 2- No Person Centered Plan required at this time
- Map 531
- Map 350

First Year Annual Plan SCL2

During the initial 120 day plan authorization, the formal plan to continue services through the LOC period must be developed and faxed to Carewise Health at 800-807-8843 for further prior authorization.

- My Life Story
- Supports Intensity Scale-My Support Profile
- Map 530
- Person Centered Plan of Care Document -(Narrative) and Team Signature
- Sheet
- Updated Map 350
- Physical examination conducted within the last twelve (12) months
- Map 531
- Other Maps, plans, and supportive documentation as applicable-, Map 532, PBSP, Supported Employment Plans. Etc.

Modification to Plan

Modifications to the plan must be faxed to Carewise Health at 800-807-8843 as soon as feasible, but **no more than** fourteen (14) days after the date of the change. Plans will not be backdated more than (14) days. The new information to the plan is to be on new lines or additional pages as needed. DO NOT mark through old information.

- MAP 530 with the included “Modification” page
- Updated Person Centered Plan of Care Document -(Narrative) and Team Signature

Recertification of Annual Plan

The documents for recertification of the annual plan must be faxed to Carewise at 800-807-8843 no earlier than 30 days prior to the expiration of the current LOC certification. If the documentation is sent after the LOC

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has expired, the person will not be in payment status resulting in nonpayment and loss of SCL services. LOC confirmation notices are mailed out the following day by Carewise.

- My Life Story
- LOC recertification form
- Supports Intensity Scale-My Support Profile
- Map 530
- Person Centered Plan of Care Document -(Narrative) and Team Signature Sheet
- Updated Map 350
- Physical examination conducted within the last twelve (12) months
- Map 531
- Other Maps, plans, and supportive documentation as applicable-, Map 532, PBSP, Supported Employment Plans. Etc.

Supported Employment Services

Funding through the Office of Vocational Rehabilitation (OVR) must be exhausted prior to requesting SCL supported employment (SE) services. The Long-Term Employment Support Plan is created at the end of the Job Acquisition and Training Phase of Supported Employment, immediately before OVR pays the outcome fee to the provider. It is literally the last thing that is done before long term supports begin. For this reason, it is proof that OVR funding has been exhausted when presented in conjunction with a request for Long-Term Employment Supports.

If Person Centered Job Selection, Job Development and Analysis, or Job Acquisition with Training is to be requested after a participant has received long term supports, the person-centered team should contact Jeff White at Jeff.White@ky.gov who will work with OVR staff to determine the appropriate stream of funding and communicate that information to CareWise Health.

Admittance, Discharge, or Transfer

The Admittance, discharge, or transfer form (MAP 24C) is to be faxed to Carewise at 800-807-8843, DDID at 502-564-8917 **and** to your local DCBS office to provide notification of any of the following.

1. Admission or readmission
2. Discharge of any type (temporary, to another provider, to a facility/hospital, or permanent)
3. Change of residential address (including within the same provider)
4. Transfer from one SCL provider to another

Note: It is important that the form be faxed to DDID and DCBS in addition to Carewise.

- MAP 24C

Transfer to Different Case Management Provider

When a person is changing to a different case management provider, a new LOC must be requested. **In addition to the MAP 24C** from the discharging and admitting providers, the following documents are to be faxed to Carewise at 800-807-8843:

- My Life Story
- LOC recertification form
- Supports Intensity Scale-My Support Profile
- Map 530
- Person Centered Plan of Care Document -(Narrative) and Team Signature Sheet
- Updated Map 350
- Physical examination conducted within the last twelve (12) months
- Map 531
- Other Maps, plans, and supportive documentation as applicable-, Map 532, PBSP, Supported Employment Plans. Etc.

Extensions

To prevent loss of SCL funding for individuals temporarily not accessing SCL waiver services, request an extension in writing by emailing Lisa Mullikin lisa.mullikin@ky.gov at DDID. Extensions may be approved for up to sixty (60) days with good cause. Questions may be directed to Lisa at (502) 564-7700.

Forms

Link to MAP forms: <http://dbhdid.ky.gov/ddid/scl2.aspx>

Link to OVR forms: <http://ovr.ky.gov/forms/>